

AL.1.977
C.2

CLINTON

1994



Legislative Assembly Office

1994 annual report



Alberta



Digitized by the Internet Archive
in 2014



LEGISLATIVE ASSEMBLY
ALBERTA

OFFICE OF THE CLERK

801 LEGISLATURE ANNEX
9718 - 107 STREET
EDMONTON, ALBERTA, CANADA
T5K 1E4
TELEPHONE: (403) 427-2580
FAX: (403) 427-5688

March 3, 1995

To the Honourable the Speaker of the
Legislative Assembly of Alberta

I have the honour to submit the seventh annual report of the Legislative Assembly Office, as required by Standing Order 109, for the calendar year ended December 31, 1994.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "W.J. David McNeil".

W.J. David McNeil
Clerk of the Legislative Assembly

Legislative Assembly Office

1994 Annual Report



Alberta

Prepared for the Honourable Stanley S. Schumacher
Speaker
Legislative Assembly of Alberta



Introduction

The Legislative Assembly Office: In Service to Alberta's Parliament

The origins of the Legislative Assembly Office of Alberta can be traced to the 14th century in England when Parliament elected the first Speaker and appointed the first Clerk. Today, the Speaker of the Legislative Assembly is the head of the Office and the Clerk is the Speaker's deputy. The Legislative Assembly Act of 1983 made the Office's current name official.

The most common misconception about the Legislative Assembly Office is that it is a branch of the government and that its staff are government employees. However, in the parliamentary system the government is the executive branch and is responsible for applying and enforcing laws; the Legislative Assembly is the legislative branch and is responsible for establishing those laws. The Legislative Assembly Office provides various types of support to the entire Assembly, including MLAs of opposition and government parties alike.

Although the Office is sometimes called the Speaker's department, it is not a government department and the Speaker does not belong to the cabinet and cannot be asked questions during Oral Question Period or participate in the Assembly's debates. The Speaker does have administrative authority and responsibility similar to that of the ministers of government departments, while the Clerk is the Speaker's chief administrative deputy and has authority and responsibility similar to that of a deputy minister of a government department.

The Speaker has two distinct but related roles. In the Assembly the Speaker maintains order and ensures that MLAs conduct their business according to the Standing Orders of the Assembly. Administratively, the Speaker is responsible for the Assembly's records and for

providing services to MLAs and the public. The latter include financial administration, purchasing, personnel administration, office automation assistance, public education, and the library.

The Legislative Assembly Office as a whole has the same two procedural and administrative roles. This is a unique characteristic of the Office and is evident throughout the Office: the normal duties, work hours, and office locations of many staff change significantly during sessions of the Assembly.

The Office's annual budget as well as statutory provisions for financial and personnel administration are under the purview of the Special Standing Committee on Members' Services. A committee of the Assembly, the Members' Services Committee also regulates constituency office support and members' pay, allowances, benefits, and group insurance plans, all of which the Office administers. Traditionally, the Speaker chairs the Members' Services Committee.

Each party grouping, or caucus, of elected members is a branch of the Legislative Assembly Office. Although technically the Speaker has authority over the administration of each caucus office, for obvious reasons these branches operate with considerable autonomy. The caucus branches are therefore not part of this report; it includes only branches of the Office under the Speaker's full control. However, since the caucuses receive financial, administrative, and personnel services as well as other support from other branches of the Office, branches of the Office may refer to these services in their individual reports. In addition, the Office's consolidated budget estimates, which appear at the end of this report, include the estimates for the caucus branches.



Table of Contents

Overview	1
<i>W.J. David McNeil, Clerk of the Legislative Assembly</i>	
Purpose Statement	3
Function Statements	4
House and Committee Services	
<i>Louise J. Kamuchik, Clerk Assistant and Clerk of Committees</i>	
	5
Information, Reference, and Co-ordination Services: Legislature Library	
<i>Lorne Buhr, Legislature Librarian</i>	
	8
Legal Services	
<i>Franklin J. Work, Senior Parliamentary Counsel</i>	
	12
Ceremonial and Security Services	
<i>Brian Hodgson, Sergeant-at-Arms</i>	
	14
Public Education and Reporting Services: Public Information Branch	
<i>Gary Garrison, Director of Public Information</i>	
	16
Information Systems Services	
<i>Bill Gano, Director of Administrative/Information Systems</i>	
	22
Financial Management and Administrative Services	
<i>Jacqueline Breault, Manager</i>	
	24
Human Resource Services	
<i>Cheryl Scarlett, Director</i>	
	26
Special Events	29
40th Commonwealth Parliamentary Association Conference	31
Former Members of the Legislative Assembly	32
Interparliamentary Relations	33
Participation in National and International Organizations	35
Summary of Budget Estimates by Account	36
Public Education Materials	inside back cover



Overview

Tradition and Change in 1994

Clerk of the Legislative Assembly

W.J. David McNeil

For 11 days in October, the Legislative Assembly Office's participation in the 40th Commonwealth Parliamentary Association Conference in Banff reminded members and staff alike that our parliamentary system is rooted in traditions that have been practised for centuries. Yet while the Office's presence at the conference reaffirmed ancient parliamentary ties, distinctly modern demands were reflected in its daily activities in 1994: upgrading office automation technology, reorganizing two branches to enhance services, and implementing new ways to accommodate MLAs and the public, all taking place under continuing fiscal restraint. Staff responded enthusiastically to the challenges before them, demonstrating once again their expertise and dedication.

The Second Session of the 23rd Legislature convened on February 10 and proved to be the longest ever in terms of total sitting hours. In just 73 days members met for 434 and one-half hours. In that time the Assembly debated and passed the Freedom of Information and Protection of Privacy Act, the School Amendment Act, the Municipal Government Act, and other major Bills. In addition, filings and petitions were tabled in record numbers, the Designated Supply Committees met for the second year to discuss specific departments' estimates, and two members left their caucus, one sitting as an Independent, the other crossing the floor.

Technological advances during the year enhanced many of the Office's services. The library's new on-line public access catalogue officially came on stream in April with a ribbon-cutting ceremony. This technology allows users to access library databases from individual workstations and provides such useful services as keyword searching of titles. Information Systems upgraded hardware and software to prepare for

WordPerfect 6, while Ceremonial and Security Services fitted 11 more constituency offices with sophisticated security systems.

Phase two of the Interpretive Centre was completed in the spring. The centre now boasts a fully stocked gift shop to complement an impressive new display outlining Alberta's political history and the history of the Legislature Building. Design and construction of the building itself are also highlighted. Celebrating phase two's completion was an official opening on June 29. The Interpretive Centre, which first opened in May 1993, plays a key role in fulfilling the Office's mandate to inform the public about the legislative process.

Once again the Legislative Assembly Office faced fiscal challenges. Staff have responded with innovative ways to improve their services despite reduced funding, and in 1994 two more branches underwent organizational changes. Personnel Services became a fully fledged human resource centre while position changes made General Administration's two functions, accounting and administration, distinct entities. Both branches received new names, and General Administration moved under Bill Gano's directorship.

MLAs, particularly private members, took advantage of 1993's parliamentary reforms. The new Members' Statements item provided opportunities to bring up constituency concerns, and because of changes in the Standing Orders, two private members' Bills passed into law. The Designated Supply Subcommittees made full use of their allotted time, and members have expressed satisfaction with the new sitting schedule which enables them to be in their constituencies on Fridays. The changes have also had an impact on LAO branches. Parliamentary Counsel took extra time and care in scrutinizing private members' Bills, the committees branch has an added workload with the subcommittees, while the *Hansard* office is better able to schedule its staff, since the spring and fall sittings now adhere to a more predictable time frame.

Perhaps the highlight of the year was the Office's participation in the 40th Commonwealth Parliamentary Association Conference, held in Banff from October 4 to 14. As president of the Canadian Regional Council of the CPA, Speaker Stanley S. Schumacher, QC, played a key role in hosting delegates from around the Commonwealth. Organizing the conference was a joint venture of Alberta and our federal counterparts in Ottawa, while the day-to-day conference tasks, such as greeting delegates at the Calgary airport and driving them to the Banff Springs Hotel, were ably handled by LAO staff. A special section on the conference is part of this report.

The year, unfortunately, was not without tragedy. On November 15, the Member for Calgary-McCall, Dr. Harry Sohal, died suddenly. Dr. Sohal was admired and respected by colleagues on both

sides of the House, and he will be missed by all members and staff.

Key staff changes took place in 1994. Scott Ellis resigned as Director of Administration early in the year. Jacqueline Breault assumed his management role, and Robert Wolfe took over his accounting position. Finally, two legislative officers stepped down during the year. Donald Salmon retired from his position as Auditor General and Patrick Ledgerwood as Chief Electoral Officer. Two legislative search committees met to select their replacements while a third was struck to find a Privacy Commissioner, a new office established under the Freedom of Information and Protection of Privacy Act. Mr. Salmon was succeeded by Peter Valentine, while Dermot Whelan took over at Elections Alberta.



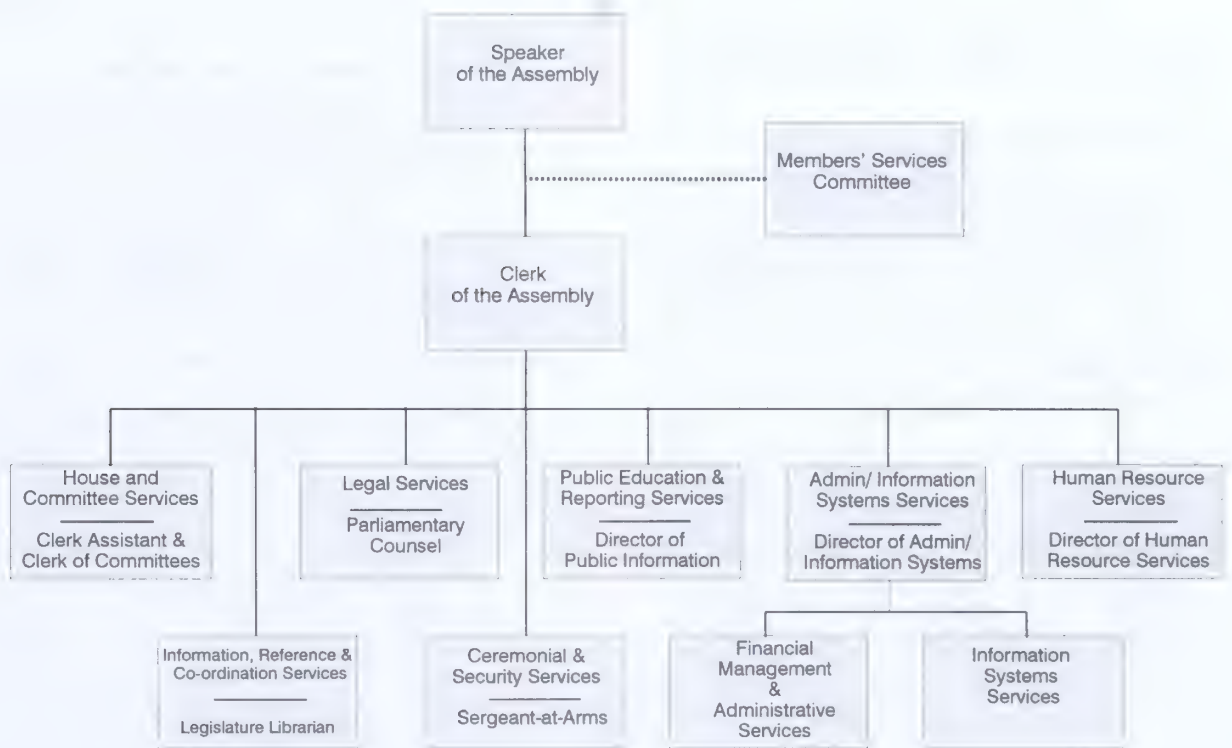
Legislative Assembly Office

Purpose Statement

Within the traditions of parliamentary democracy as constitutionally established in Alberta, the Legislative Assembly will:

1. Support members in carrying out their roles as elected representatives of the people of Alberta.
2. Support the Speaker of the Legislative Assembly in carrying out the duties of office.
3. Record the proceedings and maintain the records of the Legislative Assembly.
4. Inform and educate the public on behalf of members and the institution of Parliament.
5. Support the Assembly in protecting its institutions and privileges.

Organization Chart



Function Statements

Clerk of the Legislative Assembly

- Provides advice and support to the Speaker and members on procedural and administrative matters.
- Manages the Legislative Assembly Office.
- Acts as Secretary, Alberta branch, of the Commonwealth Parliamentary Association.

House and Committee Services

Clerk Assistant and Clerk of Committees

- Provides procedural advice to the Speaker and members of the Assembly.
- Manages support services to legislative committees.
- Maintains Assembly records and manages Legislative Assembly Office records.
- Manages production of Assembly documents.

Information, Reference, and Co-ordination Services

Legislature Librarian

- Provides information and reference services to the Legislative Assembly.
- Co-ordinates a number of co-operative programs among Alberta government libraries.

Legal Services

Parliamentary Counsel

- Provides legal services to the Speaker, members of the Assembly, and staff of the Legislative Assembly Office.
- Drafts Assembly documents, including private members' Bills and motions.
- Provides legal services to the Chief Electoral Officer and Ethics Commissioner.

Ceremonial and Security Services

Sergeant-at-Arms

- Provides security services to the Legislative Assembly.
- Provides page and messenger services to the Assembly during its sittings.

Public Education and Reporting Services

Director of Public Information

- Produces the official report of what is said during meetings of the Legislative Assembly and its committees.
- Welcomes visitors and provides public education services for the Legislative Assembly.
- Provides public information about the Legislative Assembly.
- Prints and distributes Assembly publications.

Human Resource Services

Director of Human Resource Services

- Provides human resource management services to the Legislative Assembly.

Administrative/Information Systems Services

Director of Administrative/Information Systems Services

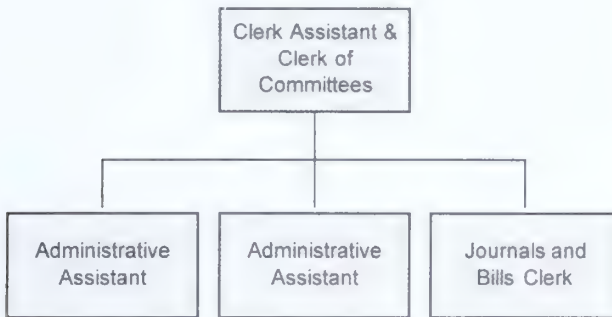
- Provides financial and administrative support to the Legislative Assembly.
- Provides electronic data processing and office automation services to the Legislative Assembly.



House and Committee Services

Clerk Assistant and Clerk of Committees

Louise J. Kamuchik



1994 was a very hectic year for the Assembly and thus for the committees branch. Members sat for a record number of hours while routine business such as filings and petitions was also at record levels. In addition, one sitting member passed away, leaving an unexpected vacancy, one member crossed the floor, and a third chose to sit as an Independent. Lastly, the branch had a very busy legislative committee schedule, with one special and three search committees meeting in addition to the regular standing committees.

The spring session began on February 10, and when it recessed on June 1, members had spent a total of 347 hours and 25 minutes in the Chamber over 58 sitting days. The Assembly has sat for more days but never for more hours than during 1994's spring sittings. Session lasted 330 hours and 29 minutes in 1990, but that was over a 75-day period. With 1994 fall sittings beginning October 18 and ending November 10, a record overall total of 434 hours and 30 minutes had been spent in the Chamber during the 73-day Second Session of the 23rd Legislature.

Contributing to this hectic pace was debate on a number of Government Bills, including the Freedom of Information and Protection of Privacy Act, the School Amendment Act, 1994, the Regional Health Authorities Act, the Municipal Government Act, the Seniors Benefit Act, and the Government Organization Act. A record number of filings were tabled and petitions presented

during the Second Session. Filings increased from 78 in the First Session to 410, and the number of petitions increased from 27 to 328.

Efforts to fine-tune the Order Paper and Votes and Proceedings continued. The numbering of Motions Other than Government Motions was changed from a 200 to 500 series to avoid confusion with private members' Bills, which remain numbered from 200 on. Two of the latter received Royal Assent in 1994, a direct result of the reforms of 1993. One of these reforms involved changes to standing orders requiring private members' Bills to come to a vote following second reading and to be dealt with at subsequent stages in a timely manner.

Changes to the makeup of the Assembly also occurred during the year. The number of Liberal members decreased by two when the Member for Lac La Biche-St. Paul decided to sit as an Independent and the Member for Edmonton-Beverly-Belmont crossed the floor to sit as a Progressive Conservative. November also saw the untimely passing of the Member for Calgary-McCall.

The active standing committees in 1994 were the Alberta Heritage Savings Trust Fund Act (20 meetings), Legislative Offices (6), Private Bills (9), Public Accounts (17), and Members' Services (4). In addition, three special search committees held a total of 23 meetings, while the 1993 Select Special Committee on Parliamentary Reform met twice, tabling its interim report on the role and mandate of the Public Accounts Committee on February 14.

The report of the Select Special Auditor General Search Committee, established in November 1993, was recommitted to the committee on May 18 when the candidate the committee had recommended for the position withdrew his application. The search committee reconvened and completed its mandate by recommending Mr. Peter Valentine as Alberta's new Auditor General. The Assembly accepted the recommendation on October 25.

The Select Special Chief Electoral Officer Search Committee also completed its mandate

with the appointment of Mr. Dermot Whelan as Alberta's third Chief Electoral Officer. The Assembly concurred in the committee's report and recommendation on October 24.

The third search committee, for an Information and Privacy Commissioner, was struck late in the fall sittings and was slated to begin deliberations in the new year. A recommendation is expected sometime during the 1995 spring sittings.

As part of the ongoing responsibilities associated with their positions, branch staff attended the professional development seminar for Canadian Clerks-at-the-Table.

When appropriate, records are transmitted to the Provincial Archives for retention or eventual destruction. However, in 1994 the transmission was put on hold in the later part of the year pending the relocation of the Provincial Archives to its new home.

Comparative Statistics

		1994 Second Session 23rd Legislature	1993 First Session 23rd Legislature	1993 Fourth Session 22nd Legislature
Sitting Days	Winter	0	0	15
	Spring	58	0	19
	Fall	15	40	0
Evening Sittings	Winter	0	0	8
	Spring	42	0	7
	Fall	10	25	0
Government Bills	Introduced	58	19	13
	Rec'd Royal Assent	55	17	10
Private Bills	Introduced	15	17	4
	Rec'd Royal Assent	11	13	2
Private Member's Public Bills	Introduced	34	58	18
	Rec'd Royal Assent	2	1	0
Government Motions	Debated	35	23	16
	Agreed to	30	21	13
	Withdrawn	4		
Private Members' Motions	Placed on Order Paper	80	99	65
	Agreed to	10	1	3
	Defeated	8	5	2
	Withdrawn	3	1	9
Written Questions	Placed on Order Paper	37	28	7
	Accepted	17	15	12
	Rejected	7	5	3
	Withdrawn	2	1	5
Motions for Returns	Placed on Order Paper	84	93	12
	Accepted	31	24	21
	Rejected	27	27	3
	Withdrawn	2	1	7
Committee of Supply (days)	Main Estimates	25	25	0
	Heritage Savings Trust Fund	3	2	0
	Capital Fund	0	3	1
	Lottery Fund	1	1	-
	Supplementary	2	0	0
Designated Supply Subcommittees (hours) (1994: Family and Social Services, Municipal Affairs, Health, Advanced Education and Career Development, Education)		20	20	-
Tablings and Filings	Tablings Required by Statute	185	80	89
	Voluntary tablings	155	57	47
	Filings	410	78	118
Petitions (excluding Private Bills)	Presented	328	27	27
	Read and Received	247	16	11
Members' Statements		107	48	-
Ministerial Statements		25	9	10

*includes those carried over from the Fourth Session, 1992



Information, Reference, and Co-ordination Services: Legislature Library

Legislature Librarian

Lorne Buhr

The library's most significant event in 1994 was the inauguration of the new on-line catalogue. Once the system was in place, staff continued to work with it to ensure that the technology performed according to expectations. One enhancement in 1994 involved providing on-line information regarding new books and selected articles. The library also circulated a user survey in 1994 as well as continuing its usual high quality of reference and co-ordination services to MLAs and others. Newspaper microfilming proceeded, as did the staff's continuing effort to promote information sharing among Edmonton area libraries, and finally, some library staff joined the many other LAO volunteers in hosting the 40th Commonwealth Parliamentary Association Conference in Calgary and Banff.

In April the on-line catalogue officially became available with a ribbon-cutting ceremony involving Speaker Stanley S. Schumacher, David McNeil, Bill Gano, and Blake McDougall, former Legislature Librarian. Mr. McDougall has been instrumental in the new system's development. Staff worked exceedingly hard to meet start-up goals and spent the rest of the year improving the system and making sure that all data were accurate and complete. The system provides access to nearly 99,000 records, approximately 69,000 of which are government documents and 29,500 of which are books and periodicals. Library clients in the Legislature Building and Annex may access the on-line catalogue at their workstations, and the branch offered in-office orientation sessions.

Branch staff continued to look for ways to exploit newer technology to effect savings and provide better service. Two monthly alerting services, New Books in the Library and the Selected Periodical Articles List became available on-line to network users, a number of which have replaced paper with the electronic copy.

The library conducted a major survey of its primary users in 1994, with over one hundred

clients responding. The survey form was adapted from a much longer document originally administered by the Alberta Government Libraries Council and pertinent to government libraries.

The branch saw an increase in circulation of materials during 1994, possibly because computer searching provided better access to the collections. For the second year in a row statistics indicated a slight decrease in demand on the Information and Reference Services section. However, in the past the branch has not kept track of the volume of work allocated to longer projects, many of which are for MLAs or LAO officers and can take several days to complete. Consequently, to ensure that statistics accurately reflect reality, the branch sees a need to add another recordkeeping category to account for requests that take longer than an hour to complete and thus are a significant part of the demand for reference services. The user survey did indicate that clients found the turnaround time on most questions to be very good.

Co-operative Government Library Services continued to foster resource sharing among provincial government libraries, which results in significant savings in operating costs. The section maintains the Union List of Serials in Alberta Government Libraries, the Alberta Government Libraries Interlibrary Loan Service and the Alberta Government Libraries' periodical storage facility. Staff also published the *Directory of Alberta Government Libraries*, and the *Alberta Government Libraries' Newsletter* and assisted the Alberta Government Libraries' Council in preparing various publications and reports.

During 1994 work commenced on data conversion of the Union List of Serials database for mounting on the Library's Dynix system. The holdings of the periodical storage facility will also be included on Dynix. The Union List of Serials catalogues over 13,000 journals and newspapers found in Alberta government department and agency libraries, thus allowing legislators, civil servants, and the general public access to a wide range of government resources. The plan is for the

information to be available for searching on the LAO network sometime in 1995.

Co-operative Government Library Services staff also continued to work with the Alberta Government Libraries' Council to improve service delivery. They provided considerable support to a government-wide review of library services, which culminated in a report to the senior officials' transition team in October. As well, the section offered technical advice to department libraries on restructuring their operations.

The library's long-term project of microfilming Alberta weekly newspapers continued. The Vermilion newspapers (1907-91) project was completed in 1994, progress was made on the Wetaskiwin newspapers (1907-62), and an inventory of newspapers published in the early 1900s was under way. The *Grouard News* of 1912-15, the *Wabamun Mirror* of 1914-15, the *Galahad Mail* of 1917-18, and the *Spirit River Echo* of 1917-21 are slated to be ready for microfilming early in 1995. The Library and the Glenbow Institute continued their joint-venture microfilming with the Carbon, Craigmyle, Lomond, and Morrin newspapers. Library staff also assisted the Athabasca Archives with microfilming the 1982-86 Athabasca newspapers.

The microfilming project, begun in 1977, ensures that the information in deteriorating originals will be preserved and made more widely available to Albertans. Users can borrow the microfilm through interlibrary loan and read it at any library that has the proper equipment. The project provides an opportunity for library staff to work with publishers and others in their respective communities for the benefit of all Albertans interested in preserving the printed record of their heritage.

The branch was fortunate to have both the main library and the offices in the Annex completely repainted. The work began in July, and the library itself was completed in October. The Annex work was expected to be finished early in 1995. The branch appreciates the work of Alberta Public Works, Supply and Services in improving the appearance of the work areas as well as in maintaining the Legislature Library, which has historical significance and has served the province and its legislators for more than 80 years.

The Library hosted several international visitors in 1994. In March two librarians and a Parliamentary Counsel arrived from Ukraine; they were visiting under the auspices of the Ukrainian Legal Foundation. In addition, a library science student from the Slovak Republic arrived in August, and in September the Montana state archivist visited, accompanied by her Alberta counterpart.

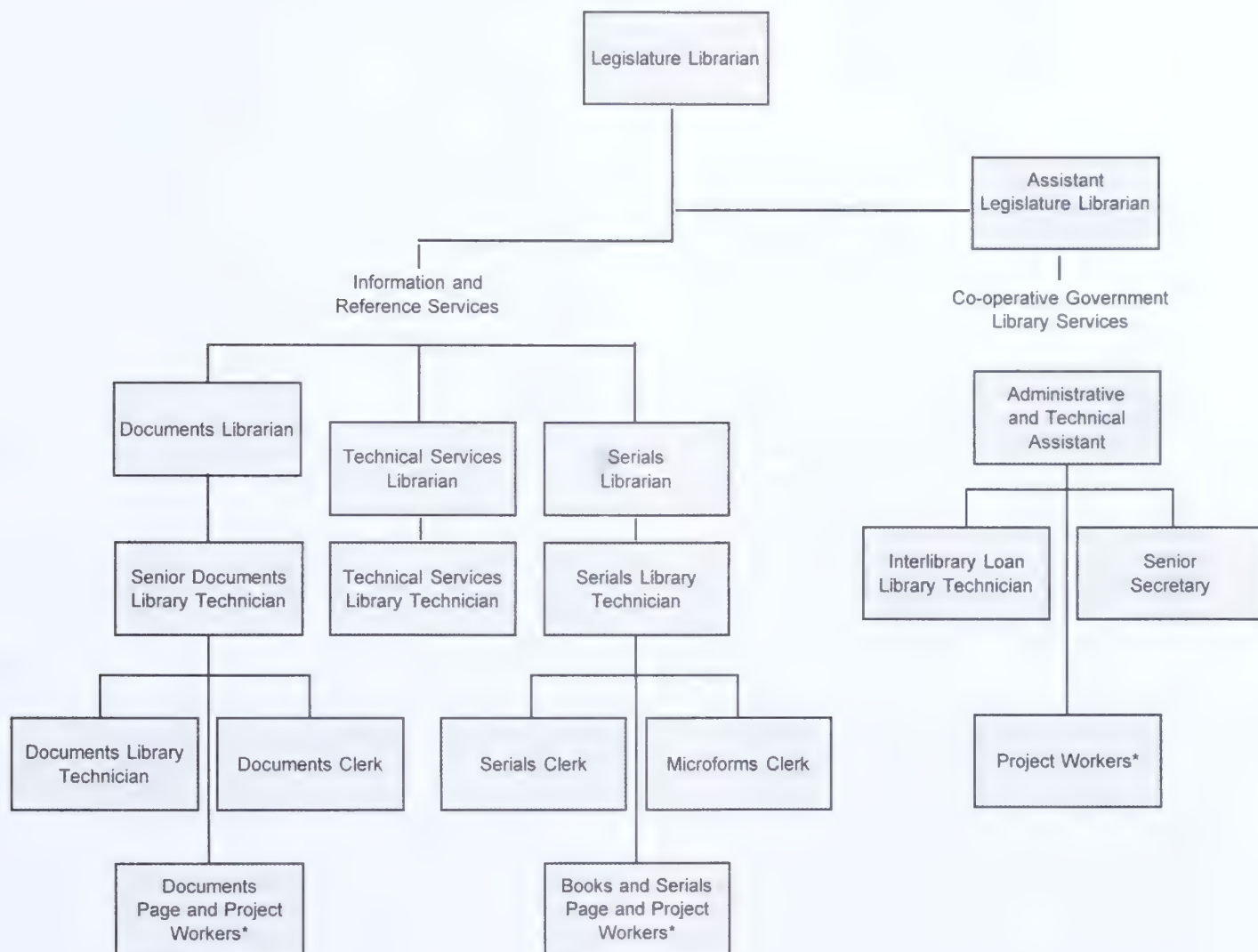
Library staff attended three conferences in 1994: the Library Association of Alberta Conference in Jasper, the Alberta Association of Library Technicians conference in Banff, and the Association of Parliamentary Libraries in Canada Conference in Victoria. As well, in October staff traveled to Calgary and Banff to assist with hosting the 40th Commonwealth Parliamentary Association Conference.

Once again the branch provided library orientation and training for individual users, especially caucus staff, as well as group sessions for students in the library technology program at Grant MacEwan Community College. Preliminary results from the user survey indicate that staff in constituency offices would benefit from library orientation materials, and their development is being considered.

Comparative Statistics

	1994	1993
Information and Reference Services		
Total number of volumes (by conventional count)	246,158	237,968
Circulation (items borrowed for use outside library)	7,327	7,003
Number of requests for quick information service (less than 15 minutes)	8,102	8,995
Number of requests for extended reference service	903	1,080
Co-operative Government Library Services		
Titles in Alberta Government Libraries Union Catalogue	235,523	234,368
Titles in Union List of Serials in Alberta Government Libraries	10,831	10,965
Number of requests serviced by the Alberta Government Libraries' interlibrary loan services	3,064	3,945

Legislature Library Organization Chart



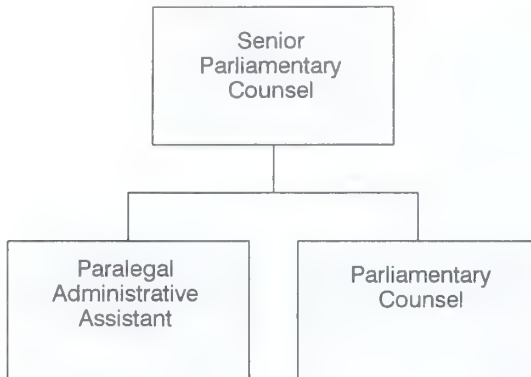
*indicates part-time or wage staff



Legal Services

Senior Parliamentary Counsel

Franklin J. Work



If 1993 was a year of change for the Parliamentary Counsel office, 1994 was a year of consolidation. The office consulted with members and staff on several procedural matters, many of them in connection with 1993's parliamentary reforms. In addition, counsel scrutinized private members' Bills and amendments, both of which played a more significant role in the Chamber in 1994, continued to support legislative committees, and prepared for the implementation of the Freedom of Information and Protection of Privacy Act.

The 1994 Assembly was an extremely busy one, with the government introducing approximately 60 pieces of legislation, some of it resulting in extensive debate. The Assembly sat for a record number of hours, which placed a significant load on the Table Officers, including Parliamentary Counsel. Moreover, the contentious nature of some of the Bills meant that Counsel had more amendments than usual to scrutinize. Since the Assembly seemed particularly receptive to amendments from private members, Counsel took great care in examining these proposals.

With several months of experience in the Assembly to guide them, members and their staff were able to raise some difficult questions about parliamentary procedure. As government and opposition members became more familiar with

each other and more entrenched on the issues, Counsel's role as procedural advisers evolved into that of consultants to members on the finer points of procedure and tactics in the Assembly.

The year's budget estimates departed from their customary form by including business plans for the each department, a move that generated a great deal of interest on both sides of the House. Of particular concern was preserving parliament's role in approving government spending. Members and staff frequently called upon Parliamentary Counsel to explain the nature of financial relations between the Crown and parliament, and the possibility was raised that these relations should be re-examined to see if they serve the realities of modern society and reform them if they do not. Parliamentary Counsel continued to advocate the importance of parliament's role in this relationship.

The 1993 revisions to the Standing Orders meant that while fewer private members' public Bills were prepared, those that were had a better than ever chance of becoming law. Because of this possibility, Counsel gave private members' Bills greater scrutiny and members' debate on some of the Bills intensified. Two private members' Bills passed into law in 1994.

The Private Bills Committee was extremely busy in 1994, with two Bills in particular requiring considerable additional support from this office as Counsel to the Private Bills Committee. Altogether the committee studied 15 private Bills, of which 11 were recommended to the Assembly.

The Select Special Committee on Parliamentary Reform continued its deliberations, with Parliamentary Counsel providing support in the way of research and advice on procedure, including possible changes to procedure.

Parliamentary Counsel continued to provide corporate legal services to members and the Legislative Assembly Office on contracts and leases. In addition, the office provided general legal services to the Chief Electoral Officer and the Ethics Commissioner.

In anticipation of the implementation of the Freedom of Information and Protection of Privacy

Act, Counsel was extensively involved in assessing the implications of the Act for the Legislative Assembly Office and preparing to meet its requirements.

Finally, in September, Parliamentary Counsel prepared a paper on parliamentary privilege which was presented in Ottawa to the annual meeting of

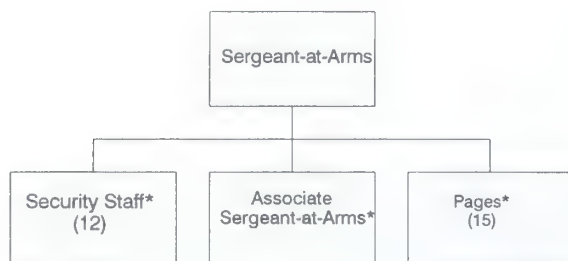
the Association of Parliamentary Counsel in Canada. Frank Work was elected secretary of the association at that meeting. Counsel also participated with Legislative Assembly Office staff in supporting the Commonwealth Parliamentary Association Conference in Banff, a most gratifying experience.



Ceremonial and Security Services

Sergeant-at-Arms

Brian Hodgson



*indicates part-time or wage staff

In 1994 Ceremonial and Security Services become involved in a variety of special activities in addition to the normal responsibilities of the branch. As well as providing security services for the Legislative Assembly Office, the branch helped organize the 40th Commonwealth Parliamentary Association Conference, in particular the corporate sponsorship program; enhanced Chamber and constituency office security; and recruited a record number of new pages.

The safety and security of the members and staff within the Chamber and at constituency offices throughout the province is one of the primary responsibilities of the branch. Security arrangements for the Chamber were improved by implementing a new communication system linking an independent, stand-alone radio net with the Department of Justice portable radio net. The new system was put to good use in what was the longest session on record in terms of actual hours. In addition to providing security to the over 11,300 visitors to the Chamber on the 73 sitting days and 52 evening sittings, Legislative Assembly security staff oversaw 40 committee meetings.

The Chamber has proved an increasingly popular venue for youth model parliaments, and in 1994 the Speaker granted permission to a record number of groups wanting to use it. The groups included the Forum for Young Albertans,

Parlement Jeunesse de l'Alberta, the Tuxis Parliament, The University of Alberta Political Science Club, and the Alberta Debate and Speech Association. The branch handled all arrangements for use, including providing the mandatory Legislative Assembly security staff, and recovered costs by invoicing the respective organization.

Throughout the year branch staff paid some 68 visits to constituency offices throughout the province in order to acquaint constituency office staff with procedures to ensure office and personal security. As a result of the briefings, constituency offices installed 11 new security systems. A total of 44 constituency offices now have such systems. In addition, the branch, in conjunction with the Department of Justice and Attorney General, made presentations to caucus staff on personal and office security.

The branch was pleased to assist the Public Information Branch with presentations that were part of several civil service orientation tours of the Legislature Building. As well, the branch was called upon by several members to provide access to the Chamber and a brief tour to members' guests.

One of the more interesting challenges the branch faced in 1994 was participation in the 40th Commonwealth Parliamentary Association Conference. The branch worked very closely with the Legislative Assembly Office CPA planning committee and with staff from the House of Commons to develop a cost-effective security plan for this major event. This task involved considerable planning and liaison with various detachments of the Royal Canadian Mounted Police, Calgary City Police, the Canadian Security Intelligence Service, and other groups. The branch also provided liaison with conference staff at all levels as well as with the offices of the Governor General and the Lieutenant Governor of Alberta.

As a significant part of its involvement with the CPA conference, the branch spearheaded a successful corporate sponsorship program which exceeded its financial goals and thereby reduced costs associated with Alberta Day, a combination

rodeo, dinner, and dance held in Calgary and one of the major conference activities. Ten of the 11 corporate sponsors were represented at Alberta Day. The branch was satisfied that the program achieved other objectives as well, including increasing the corporate sector's awareness of the Legislative Assembly Office and promoting Alberta among the conference delegates.

Finally, in preparation for the fall sittings, the branch was involved in recruiting, interviewing, selecting, and training 10 new pages. This figure represents the highest turnover in some years. The new group's orientation and training benefited from the experience and guidance of Trevor Lewington, who concluded his service as Head Page in October.



Public Education and Reporting Services: Public Information Branch

Director of Public Information

Gary Garrison

The completion of the Interpretive Centre and the opening of the new gift shop were the major events of 1994. They were the basis for major changes in services to Legislature grounds visitors and had a real impact on most areas of the branch. *Hansard* continued to make adjustments to accommodate the parliamentary reforms of September 1993 while setting a 22-year record for the number of *Hansard* pages produced in a year. Other highlights of the year included increased involvement in Edmonton's tourism community, a new electronic bulletin board with public access to *Hansard* text, and support for the Commonwealth Parliamentary Association Conference in Banff. The branch's overall success in a climate of severe financial restraint resulted from staff creativity, hard work, and above all a willingness to co-operate with one another to realize goals.

The Interpretive Centre's official opening on June 29 was the culmination of two years' work to produce a first-rate exhibit, theatre, and program facility for the Legislature (see Special Events for details). Thanks to the close working relationship between branch staff and staff of the Historic Sites and Archives Service of the Department of Community Development, phase two of the project proceeded smoothly. It included large portrait photographs of every Premier, numerous photo and text display panels, and a display of Speaker's robes and election paraphernalia. The panels illustrate the history of the site, the design and construction of the Legislature Building, the importance of the building in Alberta history, and the role of the Lieutenant Governor, Premier, and Speaker.

The gift shop began as a small operation in June 1993, but early in 1994 the decision was made to enlarge it considerably. Selection of inventory followed consultation with comparable operations elsewhere in Edmonton and included a mix of items to appeal to visitors from all over the world and to Edmontonians, including staff in

buildings nearby. The gift shop stocked a variety of Alberta crafts and art plus numerous souvenirs and convenience items such as postage stamps and film. New artwork was commissioned for a T-shirt, one of several items exclusive to the site. In June responsibility for providing MLA promotional items was transferred from General Administration to the Public Information Branch, giving MLAs the opportunity to choose from a wider selection and to support Alberta artists and craftspersons. Thanks to the heavy summer tourist traffic and to two promotions, the store exceeded its goal for the first year of sales within six months of opening.

The Interpretive Centre also has a special exhibits room, and for the spring and summer of 1994 the Historic Sites and Archives Service used the space to exhibit a variety of artifacts from historic sites across the province. This partnership helped attract visitors to the centre while promoting other historic sites. In the fall and winter an exhibit from the Tyrrell museum in Drumheller occupied part of the special exhibits room, sharing the space during the Christmas season with a Christmas art display from several schools in the Edmonton area. To complement these exhibits, the theatre screened films during lunch hours and on Sundays.

When phase two of the Interpretive Centre was finished, all tours were staged from there instead of starting in the Legislature rotunda. This enabled the Legislature receptionist position to be relocated to the Interpretive Centre and ensured that the centre could be fully staffed at no additional cost and that visitors would have a chance to view the displays, watch a video about the Legislature, and patronize the gift shop while they waited for tours. The tours became less frequent but longer, 45 minutes instead of 30, including a grounds tour. The public's response was positive, and adjustments were made late in the year to help accommodate the changing demands of the bus tour companies.

Along with completion of the Interpretive Centre came the need for sufficient visitor

numbers to support it. Two local television news programs reported on the official opening, as did one of the local daily newspapers, and the Director was interviewed on CBC radio. As well, the branch has been actively promoting the site and developing partnerships with others involved in tourism in the Edmonton area and throughout Alberta. Part of this effort involves providing visitors to the centre with information on hotels, tourist attractions, and so on, and this information is now readily available from the brochure racks just outside the centre. Another long-term partnership continued in 1994 with the Greater Edmonton Interpretive Network Association, which keeps the branch in touch with other tourist facilities in the city who offer school programs.

A number of factors brought about an overall decline in visitor numbers. First, the Edmonton area generally saw a decrease in tourism activity. Second, the Legislature's visitor hours were decreased to keep staff costs down. Closing time was 6 p.m. instead of 9 p.m. during the summer, and with Saturdays never a popular day for visitors in winter, Saturday openings were discontinued after the fall. Finally, the added length of the tours and their decreased frequency meant that some people chose not to take tours but instead visited the Interpretive Centre or the rotunda on their own.

To help guides provide more of the kind of service visitors want, the branch developed a new tour concept. Instead of tours following a fixed script, they will be based on a selection of a few key areas in the building, and guides will tailor their presentations to the wants and needs of the visitor. A new tour guide manual is in the works as a long-term project, but the new tour concept is being implemented gradually already, and visitors have responded to it positively. An important part of this project's success is the involvement of the tour guides, whose ideas, creativity, and energy have proved invaluable. This initiative was the beginning of an overall plan to emphasize teamwork by engaging the tour guides more fully in the ongoing work of the branch.

To coincide with the Interpretive Centre's opening, the branch developed a summer uniform consisting of the new Legislature T-shirt and navy blue shorts. Visitors often seemed to feel that the building was too imposing and the tours too

formal, so the casual look of the new uniforms helped make them feel more at ease.

Two key staff changes occurred during the year. The reservations co-ordinator went on six months' maternity leave in February. The leave was covered by a former tour guide, who then job-shared the position with the reservations co-ordinator when she returned in the fall. In the meantime, the receptionist left the branch for another position. Tour guides covered her position through the summer, and in the fall one of them took over the position full-time.

The volunteer program continued successfully in 1994. The supervisor scheduled fewer volunteer hours than in the previous year in order to make fuller use of the volunteers' time. As well, with all the other changes occurring, it took some time to work the volunteer program into the new scheme of things. One noteworthy development in the volunteer program was that the branch joined the Volunteer Action Centre. Volunteer recruiting is now simpler and volunteers get public recognition. In December two Assembly volunteers were featured on a television program about volunteers.

In the fall the Director and the Visitor Services Co-ordinator attended the national visitor services conference. It was a good opportunity to share ideas and experiences with people across Canada who are responsible for visitor programs at legislatures.

For *Hansard*, 1994 was an exceptionally heavy year, although the new parliamentary calendar made planning for session much simpler than in the past. Even though the Assembly sat one less day than in 1993, there were 10 more night sittings, so the total number of sitting hours was up by 21 percent. Committee work was down slightly from 1993.

The most significant change at *Hansard* was in the position of console operator. The person who had operated the console for over 10 years decided to move on, and in the early part of the year two of the input editors took over that work on a shared basis. That arrangement worked well.

The Managing Editor attended the Canadian *Hansard* Editors Conference in the summer to maintain contact with other jurisdictions, keep up to date on technological developments specific to *Hansard* applications, and help anticipate future requirements.

The *Hansard* on-line service, which had been available to Alberta government agencies since

1988, became available to the general public early in 1994. Previously, this service used a mainframe computer at Alberta Public Works. The new service was set up by the Information Systems branch and is completely in-house. For \$60 a year anyone can get instant access to the latest *Hansard* as well as to text going back to 1991.

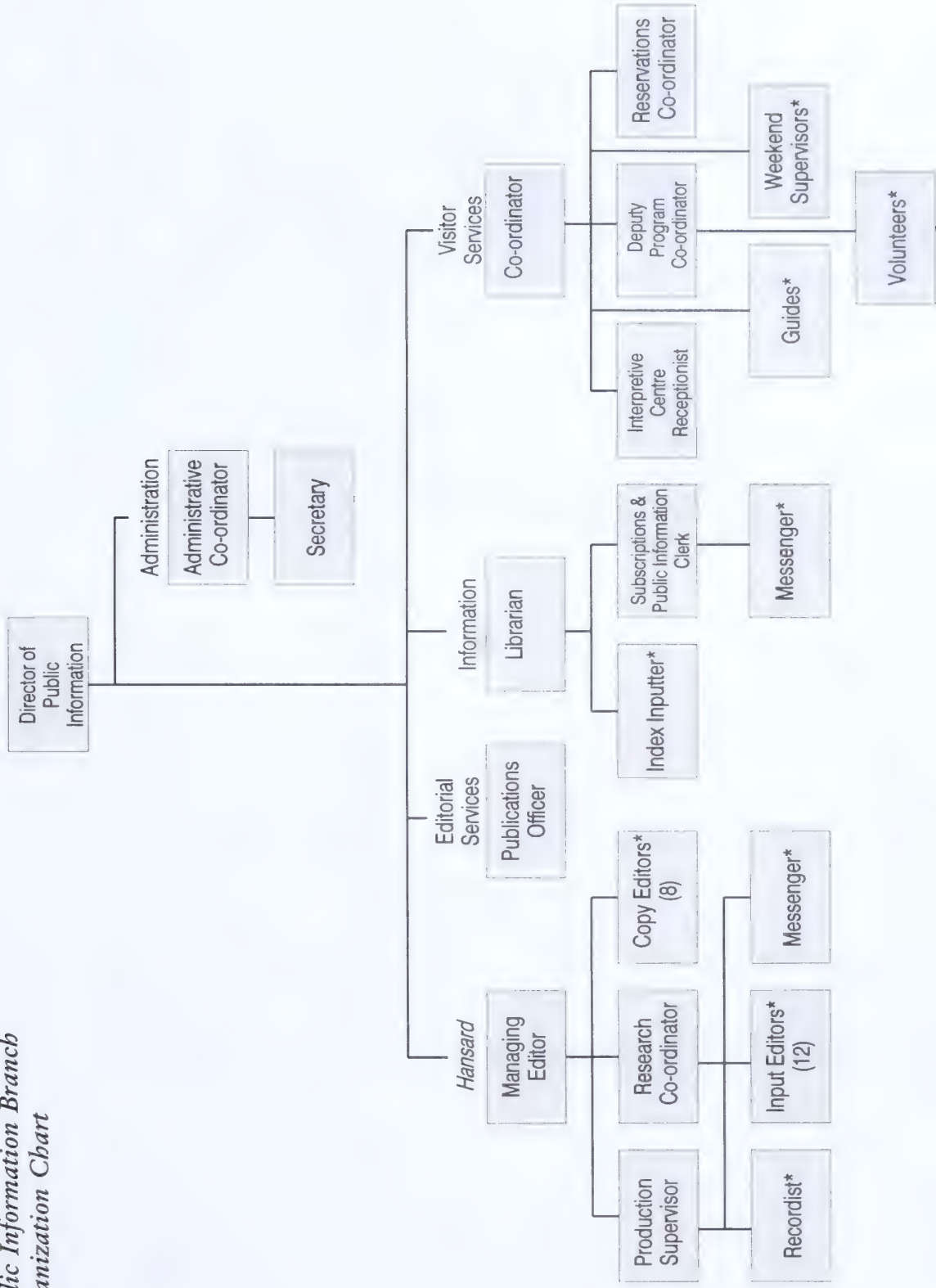
Towards the end of the year, the Director invited various television broadcasters to submit proposals to produce and broadcast Oral Question Period. Because of the privatization of Access Network, he contacted staff there and in the Department of Education to determine what arrangements could be made to broadcast the program over the network as it had been for many years. He met with representatives of interested television companies to show them around the site and prepared an information package for the Members' Services Committee meeting scheduled for early in 1995.

The branch continued to provide editorial, writing, and desktop publishing expertise for the Assembly. New editions of the *Citizen's Guide* and *Members' Guide* were produced, as were the

opening day program, seating plans, the *Under the Dome* staff newsletter, the *Preview* newsletter, and the annual report. As well, the branch assisted with an article about parliamentary reforms for *The Parliamentarian* and submitted a second article about Alberta political history for the special Canadian supplement to *The Parliamentarian* which was published for October's Commonwealth Parliamentary Association (CPA) Conference. Expert assistance was provided as well on two presentations the Clerk prepared for that conference.

Finally, five members of the staff provided support at the CPA Conference in Banff in various capacities. This meant that the remainder of the staff back in Edmonton had to carry the rest of the workload in their absence, and that workload was considerable since session was reopening just days after the conference ended. The conference was a major success, and staff involvement demonstrated their commitment, helping to build a stronger team both within the branch and with other branches of the Assembly.

*Public Information Branch
Organization Chart*

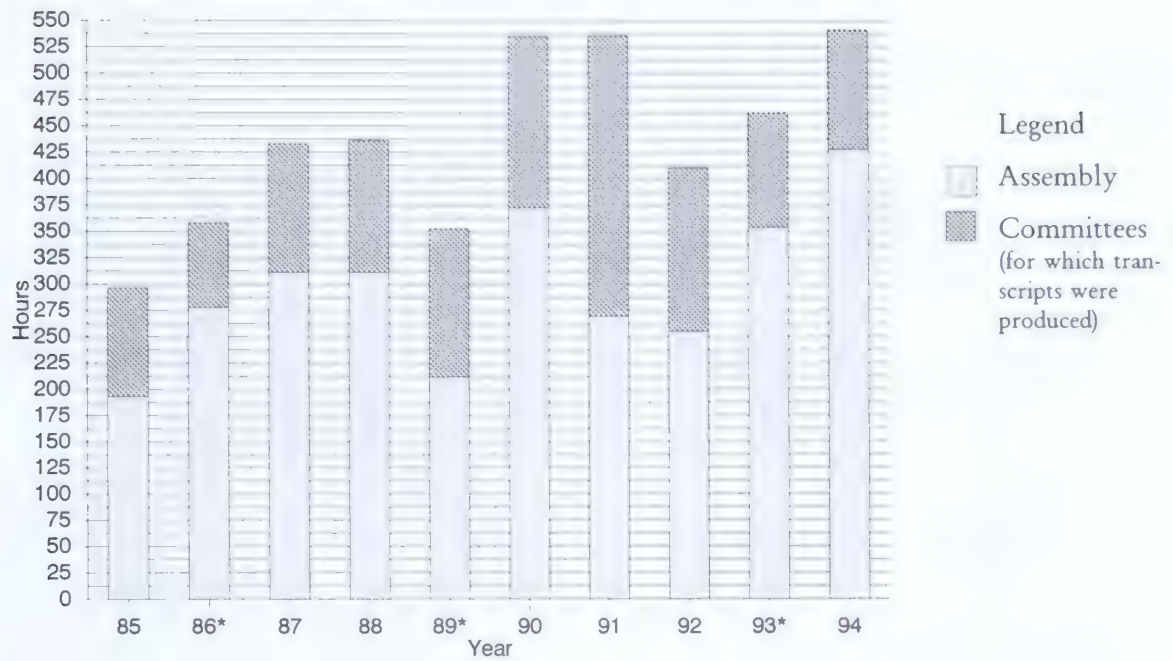


*indicates wage or part-time staff

Comparative Statistics

	1994	1993
Visitors to Legislature and Interpretive Centre		
Visitors on tour	39,650	55,568
Special events	1,668	3,350
Casual	34,618	24,749
Subtotal	75,936	83,667
Government House	472	3,569
Total	76,408	87,236
Tours and Programs		
Regular tours	2,895	4,291
Tours including Premier's office	87	139
VIP tours	19	24
Educational programs	191	323
Civil Service Orientation	5	7
Total	3,197	4,784
Gift shop sales	\$36,795	-
MLA promotional items (from June 1994)	\$30,964	-
Gallery seats reserved	11,208	10,253
Volunteer hours	671	1,195
Public Information and Subscriptions		
Public information calls	9,806	10,569
Congratulatory scrolls	2,163	2,218
Paid subscriptions		
Daily <i>Hansard</i>	481	506
<i>Hansard</i> bound volumes	33	54
Bills, Votes, Order Paper	607	609
<i>Journals</i>	526	469
Complimentary subscriptions		
Daily <i>Hansard</i>	454	300
<i>Hansard</i> bound volumes	103	144
Bills, Votes	390	351
Order Paper	532	352
<i>Hansard</i> index and on-line inquiries	180	271
Assembly Statistics		
Sitting days	73	74
Evening sittings	52	40
Sitting hours	427.5	353.8
<i>Hansard</i> pages	3,012	2,467
Committee meetings reported	71	81
Committee meeting hours	113.7	122.8
Committee transcript pages	1,026	1,156
Total <i>Hansard</i> and committee pages	4,038	3,509

Assembly and Committee Meeting Hours



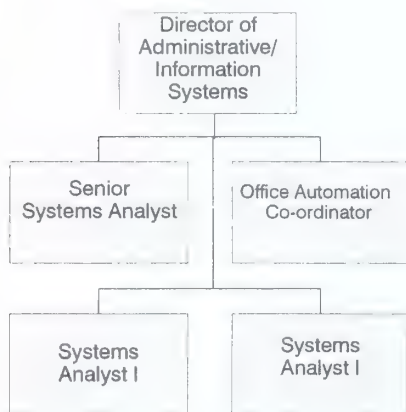
*indicates an election year



Administrative/Information Systems Services: Information Systems Services

Director of Administrative/
Information Systems Services

Bill Gano



An onslaught of upgrades plus extensive technological involvement in the 40th Commonwealth Parliamentary Association Conference in Banff meant that Information Systems Services had its busiest year in memory. One of the major developments of 1994 was the Director assuming responsibility for the general administration function; as well, the branch in conjunction with the Legislature Library played a major role in developing the on-line integrated library system, which became operational during the year. ISS also continued to be heavily involved in purchasing, installing, moving, and maintaining computer terminals, printers, and software and in providing training, advice, and other assistance to users. Finally, budgetary priorities were established and long-term plans updated.

Rapidly changing technology significantly affected the branch's schedule for upgrading both hardware and software. WordPerfect 6.0 came on stream, and consequently branch staff visited all constituency offices to replace the WP 5.1 software and upgrade the hardware to meet the new technology's requirements. During these visits staff also installed other software that will be required in 1995 when the electronic mail system is upgraded. With these new developments came an increased emphasis on training, and branch staff provided all constituency office and

Legislative Assembly staff with transition and other training, much of it on site.

One notable addition to the Legislative Assembly network was in-house keyword search capabilities for *Hansard*. Members and staff can now look up any *Hansard* issue at a network workstation, call it up on the screen, and print it. In conjunction with this project, ISS also set up an electronic bulletin board system so that the general public would have on-line access to *Hansard*. Anyone with a computer and modem can now dial in to the Legislative Assembly, search a word or phrase in *Hansard* and then copy whatever information they need to their own systems. All *Hansard* files as well as *Statutes of Alberta* are contained on CD-ROMs that are produced in-house.

Also implemented in 1994 was the on-line integrated library system. ISS staff worked alongside library staff to develop the system, which, like on-line *Hansard*, is also accessible from network workstations. (see Legislature Library, page 8.)

Other upgrades to the Assembly's network in 1994 were an enhanced fax system, an improved operating system, and centralized server hardware. These improvements allowed the network to remain current with technological change, enhanced its usefulness, and shortened response times even while usage increased.

One special project that Information Systems Services was heavily involved with in 1994 was the 40th Commonwealth Parliamentary Association Conference. The branch made significant contributions in event planning, and branch staff joined the many LAO staff supporting the conference in Banff. In addition, the branch was totally responsible for the technical support of all computer, photocopy, and fax equipment used by conference staff.

The EDP management committee, which was formed in 1990, continued to meet regularly. The committee is chaired by the Director of Administrative/Information Systems Services and

advises the Legislative Assembly Office on managing existing EDP resources and anticipating future requirements. The committee has representatives from each caucus and all noncaucus areas.

The branch also updated the long-term EDP strategic plan. It provides general direction for

implementing, enhancing, supporting, and maintaining hardware and software in the Legislative Assembly. The plan also addresses issues related to financing EDP projects and training staff affected by new technology.

Comparative Statistics

	1994	1993
Equipment in place:		
1. Constituency workstations	98	100
2. Constituency laser printers	85	84
3. LAN (local area network) workstations	151	153
4. LAN laser printers	50	46
5. Dedicated library workstations	16	—
6. Servers	14	14
7. Scanners	3	3
8. Notebook computers	42	—
9. Remote printers	9	—
Equipment replaced:		
10. Obsolete workstations	30	23
11. Obsolete laser printers	3	8
Training:		
12. Person-days of training	190	244



Administrative/Information Systems Services: Financial Management and Administrative Services

Manager of Financial Management and Administrative Services

Jacqueline Breault

A major development for the Office in 1994 was the restructuring of General Administration following the resignation of its Director. The changes affected a number of everyday tasks. One key objective of the reorganization was to accommodate the decentralization of Treasury and Public Works services to the department level. Other 1994 highlights included setting up an office for an MLA who had become an Independent, assisting with the start-up of the Interpretive Centre gift shop, and staff participation in the 40th Commonwealth Parliamentary Association Conference in Banff.

In February the Director of Administration, Scott Ellis, left the Legislative Assembly Office to accept a position elsewhere. A subsequent review of General Administration's structure and functions resulted in Bill Gano becoming Director of Administrative/Information Systems Services. His responsibilities thus expanded to include the General Administration branch, which was renamed Financial Management and Administrative Services (FMAS). Jacqueline Breault assumed the position of Manager and in August Robert Wolfe joined the branch as Accountant.

The new name reflects a more concrete distinction between financial and administrative services. The Administrative Officer now supervises the Administrative Assistants and handles all purchasing and administrative duties, while the Accountant supervises the Accounting Assistants, who handle the accounting and financial reporting duties. This restructuring resulted in greater branch flexibility, enabling staff to continue providing quality service to staff and Members of the Legislative Assembly. This was possible in spite of the increased workload resulting from the transfer of responsibility for many services from Treasury and Public Works, Supply and Services to individual departments. Some examples include accounts and payroll

processing, supply distribution, and telephone service. Finally, supporting the organizational changes and the re-emphasis on professional service to clients was a much needed refurbishing of the office area.

The Members' Services Committee met in January to discuss and approve the 1994-95 annual budget for the Legislative Assembly Office. The budget was formatted for inclusion in the consolidated Legislative Assembly estimates to be presented to the Assembly during the spring sittings. During March and April staff processed fiscal year-end transactions and completed other year-end activities. Because Treasury had decreased by six months the time allowed for producing year-end financial reports, staff worked quickly and diligently to ensure that all transactions were processed on time and accurately under the new time constraints.

1994 saw one MLA become an Independent, and in April the branch began providing both administrative and accounting support to his new office. In addition, staff continued to support other caucus and LAO offices as well as the office of the Ethics Commissioner.

In May the branch assisted the Public Information Branch with the start-up of the Legislative Assembly gift shop. Accounts staff helped to set up appropriate banking arrangements and cash handling procedures, assisted with revenue administration, and provided other procedural advice. In addition, FMAS transferred to PIB the responsibility for providing promotional items for MLAs.

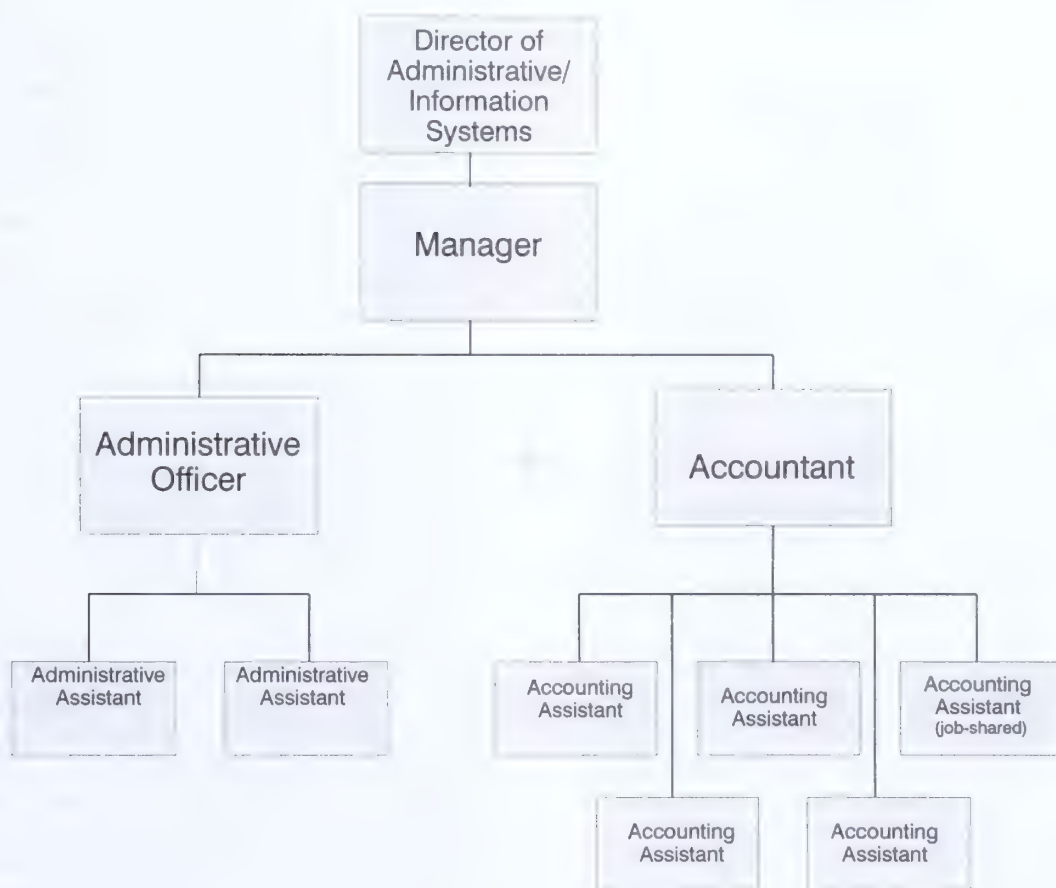
In October branch staff participated in the 40th Annual Commonwealth Parliamentary Association Conference, some traveling to Banff or Calgary, others remaining in Edmonton to handle day-to-day duties and special conference requests. As other branches have reported, participation in the conference brought about a greater sense of teamwork among staff and provided them with the opportunity to demonstrate their commitment to their branch and to the Office as a whole.

In November and December staff co-ordinated the preparation of the Legislative Assembly Office budget estimates. Each branch submitted its estimates in December for presentation to the Members' Services Committee in early January 1995, and this required a major commitment of several weeks from all staff.

Projects involving updates to accounting, fixed assets, and purchasing systems began in 1994 and are slated to extend into 1995. As well, the

organizational review resulted in a project to continue updating job descriptions and provide appropriate staff development, which also continues into 1995.

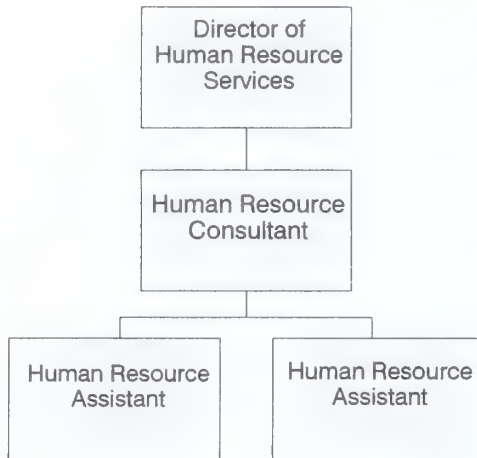
In 1994 Financial Management and Administrative Services staff met many challenges and took advantage of many opportunities. The branch's overall success is indicative of staff resourcefulness and dedication.





Human Resource Services

Director of Human Resource Services
Cheryl Scarlett



Like most branches, Human Resource Services experienced significant changes in 1994. Shifting priorities of the various government departments and agencies with whom the branch interacts combined with increasing demands for services resulted in a re-evaluation of the branch's purpose and goals. Affected were reporting functions, utilization of computer systems, and space allocation. Human Resource Services enacted major procedural and structural changes in these areas, re-emphasizing the need to focus on priorities and continually evaluate the services being provided. The change of name from Personnel Services reflects the branch's evolution from standard recruitment and payroll duties to a full range of human resource services, while the expanded space allocation resulted in a more user friendly and professional office environment. In the midst of this internal restructuring, the branch continued to provide a high volume of service to its clients.

A component of the Legislative Assembly's budgetary restraint plan included a 5 percent pay reduction effective April 1 for all LAO employees paid on an hourly basis. Employees paid monthly received a 3.1 percent pay reduction and a 1.9

percent compensation reduction, representing five unpaid days off, also effective April 1. Various other forms of pay reductions were implemented for caucus and constituency office employees. As well, the members' indemnity and tax free allowance was reduced 5 percent effective January 1.

Because Treasury's payroll processing system was not flexible enough to accommodate the changing needs of the Legislative Assembly, the branch had to develop, monitor, and operate an internal, manual system to process all monthly paycheques. This and other payroll related concerns led Human Resource Services to examine alternatives for providing better overall payroll services to members and employees.

Due to changes in pension legislation affecting the method of costing prior service, Human Resource Services assisted a substantial number of employees with individual prior service costings. This was part of the branch's ongoing mandate to help employees with retirement planning and understanding of the various pension options. In a related area, the branch worked with Treasury's pension branch on final details surrounding the cessation of the MLA pension plan.

The guidelines for the extended benefits option for retiring members were broadened to allow former members to continue to participate after the initial five-year period if they paid the total cost of coverage and were under the age of 65. Under the new guidelines 12 members chose to continue their coverage, bringing the total participation in the program to 56. The branch communicated extensively with former members to explain the program changes and discuss benefits selection. As 1995 approached, Human Resource Services was working with Information Systems Services to develop an automated billing and tracking system to meet the complex administrative requirements of the extended benefits option program.

Former members on the program were affected by Alberta Health Care changes in coverage for the seniors plan as were current members and employees. These changes also added to the

branch's administrative workload. Changes to the automated system for processing seniors' health care benefits are expected sometime in 1995.

In October the branch started work on new MLA Blue Cross coverage cards. The goal was to provide more accurate information to both the vendor and the pharmacist to enable prompt and accurate claims processing. The new cards are slated to be distributed to members early in 1995. Human Resource Services continued to assess the impact of increasing costs of benefits for both employees and members and to examine ways to minimize them, one of these being a trend to more flexible benefit programs.

Treasury's enhancements to its on-line payroll system in April reduced the branch's dependency on paper records in processing and tracking payroll functions. Many existing personnel and payroll forms were analyzed and redesigned to better meet user needs, streamline operations, and accommodate various payroll system changes.

Mandatory direct deposit of monthly paycheques was successfully implemented on April 1. Other changes within Treasury saw processing of bonds and garnishees decentralized to the LAO and also gave the branch the appropriate autonomy required in processing employment contracts.

As a result of these many changes, the branch needed to completely restructure functional responsibilities. The overhaul resulted in a more streamlined operation, representing the best utilization of staff talent and energies to meet the needs of both members and employees.

Because of the increased public interest in MLA pay and benefits, staff continued to field many inquiries on the subject. As well, Human Resource Services continues to act as liaison with government departments and agencies, providing advice on administering various programs for members and employees.

The branch continued to administer a large number of employment contracts. These contracts are reviewed on an ongoing basis, keeping in mind current trends and individual needs. Assessing the appropriateness of independent contractors and employment contracts continued to be one of the branch's high priorities.

Once again the pace of recruitment was steady. The branch helped select 10 new pages for the fall sittings from student applicants from all over Alberta, and continues to encourage students from across Alberta to apply for the program. As well, the Public Information Branch hired several tour guides and volunteers for Visitor Services and sessional employees for Hansard.

The branch provided a high level of assistance to members and staff in personnel-related matters. With a focus on employee relations and individual work-related concerns, staff worked with MLAs, caucus management, and LAO managers, providing advice and ensuring that the Assembly followed consistent and fair employment practices.

The Legislative Assembly Office continued to encourage flexible and creative working arrangements, with several employees participating in job share or part-time arrangements and a continuing flex-time program. Friday was designated a casual dress day, and employee suggestions resulted in Sneaker Day and Be Seen in Jeans Day being adopted in support of Canada's Fitweek and the Canadian Finals Rodeo respectively. Finally, the branch played a significant role in hosting the 40th Commonwealth Parliamentary Conference in Banff. It provided expertise in the planning phase, while branch staff joined other enthusiastic volunteers in both Calgary and Banff.

Comparative Statistics

Staff and Position Complement	1994	1993
Staff positions		
Permanent	50	50
Nonpermanent	16	16
Wage	74	59
Total	140	125
MLA positions		
Members	83	83
Office other than member	9	9
Committee membership	146	212
Total	238	304
Employment contracts		
Caucus	60	61
Constituency	141	112
Other	28	13
Total	229	186
Programs		
Summer temporary employment program (STEP)	71	179
Employment skills program (ESP)	8	30
Quebec/Alberta exchange	3	3
Work experience	5	—
Special placements program	2	3
Total	89	115
Grand total	696	750

Pay and Benefits	1994	1993
Salary system		
Commencements	42	149
Terminations	32	171
Transfers	11	32
Wage system		
Commencements	168	202
Terminations	139	175
Transfers	5	3
Committee payment system		
Commencements	25	178
Terminations	116	181
Claims processed	65	118
Advances processed	1	22
Total	604	1,231
Total documents processed	7,773	8,668



Special Events

Retirements

Mr. Donald Salmon, Auditor General After eight years as Auditor General, Mr. Donald Salmon announced his retirement, effective May 4. Mr. Salmon was Alberta's sixth Auditor General and had served since April 1, 1986. Members and staff were invited to attend a reception in Mr. Salmon's honour, held in the Speaker's Suite of the Legislature Building. Speaker Schumacher presented Mr. Salmon with a marble pen set as a memento of his distinguished service to the province.

Mr. Patrick Ledgerwood, Chief Electoral Officer Another legislative officer was guest of honour at his retirement ceremony in 1994. Alberta's Chief Electoral Officer, Mr. Patrick Ledgerwood, announced his retirement on June 14 after nearly nine years of distinguished service. Members and staff were invited to enjoy refreshments in the Speaker's Suite as Speaker Schumacher presented Mr. Ledgerwood with a gift in recognition of his accomplishments as Alberta's second Chief Electoral Officer. Mr. Ledgerwood had served since August 1, 1985.

Appointments

Mr. C. Peter Valentine, Auditor General Following Mr. Salmon's retirement announcement, an all-party select committee was struck to find a new Auditor General. The committee recommended Mr. C. Peter Valentine to be the province's seventh Auditor General (see page 5). Mr. Valentine is scheduled to be sworn in early in 1995.

Mr. Dermot Whelan, Chief Electoral Officer Mr. Ledgerwood was succeeded by Mr. Dermot Whelan, whose appointment on September 28 concluded an extensive search by an all-party committee (see page 6). Prior to joining the Legislative Assembly Office, Mr. Whelan had served as the Chief Electoral Officer of Newfoundland from 1981 to 1991. Mr. Whelan was sworn in in a special ceremony attended by

staff and Members of the Legislative Assembly, family members, and staff of Elections Alberta.

Ribbon-cutting ceremony for library on-line system

Former Legislature Librarian D. Blake McDougall joined Speaker Schumacher, David McNeil, Lorne Buhr, and Bill Gano in a ribbon-cutting ceremony on April 13 marking the official implementation of the library's new on-line public access catalogue. The ceremony took place in the Legislature Library, with members and staff attending. Light refreshments were served.

The new system gives users workstation access to databases containing thousands of titles and is a significant step towards providing wider availability of library documents. The ribbon-cutting marked the culmination of more than two years of planning and development by the library and Information Systems.

Official opening of Interpretive Centre

Speaker Schumacher led the ceremonies as the Legislative Assembly Interpretive Centre and Gift Shop was officially opened on June 29. Brian Hodgson, Sergeant-at-Arms, led a Speaker's procession into the space, carrying Alberta's historic first Mace. The official party included Hon. Jack Ady, Minister of Advanced Education and Career Development; Alderman Tooker Gomberg, representing the city of Edmonton; and Mr. Gordon E. Taylor, an MLA from 1940 to 1979. Two special guests were Mrs. Claire Jeffers Chase and her son, Warren, daughter and grandson of the building's architect, Allan Merrick Jeffers. They traveled from California to participate in the opening.

The Public Information Branch collaborated with the Historic Sites and Archives Service of Alberta Community Development and Alberta Public Works, Supply and Services in designing and constructing the site.

Arrival of Queen's baton

On May 12 the Queen's official silver baton for the XV Commonwealth Games arrived in Edmonton en route to Victoria, B.C. As the Queen's representative in Alberta, His Honour Gordon Towers, Lieutenant Governor, passed the baton to a Games athlete in a ceremony on the Legislature grounds. Speaker Schumacher and other guests addressed the many spectators in attendance.

Unveiling of official portraits

On December 9 former Premier Donald R. Getty and former Speaker David J. Carter attended the unveiling of their official portraits at a ceremony in the Legislature Building. Both portraits are the work of Alberta artist Tag Kim. Speaker Schumacher presided at the event, with other guests including Premier and Mrs. Klein, Members of the Legislative Assembly, and LAO staff. Following the unveiling, a reception and presentation were held in the Speaker's Suite.

Christmas at the Legislature

On December 4 Their Honours the Lieutenant Governor Gordon Towers and Mrs. Towers and Mr. Don Tannas, the Member for Highwood and Deputy Speaker, and Mrs. Tannas attended the Legislature Building Christmas musical choir presentation. His Honour gave a Christmas reading.

Following a walk through the Legislature pedway Deputy Speaker Tannas and Premier Ralph Klein each offered a Christmas greeting at the nativity scene in the Legislature pedway, after which Premier Klein turned on the Christmas lights for the season.

75th anniversary of Tuxis Parliament

Speaker Schumacher, a Tuxis alumnus, addressed a meeting of his fellow alumni at the Westin Hotel on December 30. The meeting was held in conjunction with the 75th Session of the Tuxis Parliament in the Legislature Chamber.



40th Commonwealth Parliamentary Association Conference



The federal Parliamentary Relations Secretariat, the Canadian Region of the CPA, and the Legislative Assembly Office co-hosted the 40th annual Commonwealth Parliamentary Association Conference, held in Banff from October 4 to 14. Over 400 delegates and guests attended, representing Commonwealth countries worldwide. Staff from all LAO branches met them at the airport and assisted them throughout the conference, helping to make their stay as pleasant and trouble-free as possible.

CPA membership is comprised of all Commonwealth countries. Its mandate is to promote democratic institutions in the Commonwealth. The CPA also supports emerging democracies outside the Commonwealth by giving advice on establishing parliaments, election processes, and related matters.

The theme of this year's conference was Parliament and People: Making Democratic Institutions More Representative, Responsible, and Relevant. Topics of discussion included resolving international disputes, enhancing trade relations among Commonwealth countries, women's equality, environmental protection, social problems, and enhancing public perception of the parliamentary system. Alberta's delegates were Speaker Stanley S. Schumacher, President of the Canadian Regional Council of the CPA; Dr. Ken Nicol, Member for Lethbridge-East; Dr. Harry Sohal, Member for Calgary-McCall; Mr. Denis Herard, Member for Calgary-Egmont; Ms. Karen Leibovici, Member for Edmonton-Meadowlark; and Mrs. Bonnie Laing, Member for Calgary-Bow.

Delegates and guests also had opportunities to enjoy Alberta. They toured Kananaskis Country, Lake Louise, the Tyrrell Museum of

Palaeontology, and of course the environs of Banff. In addition, the Alberta Legislative Assembly hosted Alberta Day, a mini-rodeo at the Stampede Corral in Calgary featuring regular Stampede performers, a western buffet dinner, and a wind-up dance. Among the attendees were Speaker Schumacher, Premier Klein, and other Members of the Legislative Assembly.

The LAO's main organizers of the event were David McNeil, Clerk; Brian Hodgson, Sergeant-at-Arms; Cheryl Scarlett, Director of Human Resource Services; and Bill Gano, Director of Administrative/Information Systems Services. Their preliminary work ensured that the conference ran smoothly and everyone went home with good memories. Among their other accomplishments was a corporate sponsorship program to defray the cost of Alberta Day and to raise the profile of the Legislative Assembly Office among the corporate sector. Sponsoring the highly successful Alberta Day events were Alberta Natural Gas, Alberta Treasury Branches, ATCO, Canadian Airlines International, CANTEL, CIBC, Nova Corporation, Telus, TransAlta Utilities, Weyerhaeuser Canada, and Xerox.

Hosting the CPA conference has had numerous immediate benefits, some of which could have a lasting impact on the Assembly and the LAO. We successfully impressed upon elected members from around the world the beauty of Alberta, Alberta hospitality, and Alberta as a good place to take a vacation and do business. In addition, by working together on the many facets of this large project and spending off-duty time together, LAO staff got to know each other better and developed a camaraderie that has enhanced an already good working environment.

Finally, Alberta MLAs gained a better understanding of the parliamentary system and how it works in countries of all sizes, climates, and economic circumstances. Alberta members who attended the conference commented afterwards that all MLAs should have an opportunity to learn what they did. As a result, Speaker Schumacher is developing plans to make the Alberta branch of the CPA more active and to give all MLAs a better appreciation of the principles of our parliamentary system.



Former Members of the Legislative Assembly

Effective April 1 former members were no longer reimbursed for travel and accommodation expenses incurred on visits to the Legislature.

The office of the Speaker continued to maintain contact with as many former members as possible, sending a total of 170 Christmas cards as well as providing them with a complimentary copy of the 1993 annual report.

Obituaries

Members and staff were saddened to learn of the passing of a sitting member, **Dr. Harry Sohal**, on November 15. Dr. Sohal was a Progressive Conservative member representing the constituency of Calgary-McCall. He was first elected in the general election of June 15, 1993, and served until the time of his death. Dr. Sohal was a member of the Standing Policy Committee on Financial Planning and vice-chair of the Legislative Offices Committee.

Members and staff of the Legislative Assembly Office attended services for Dr. Sohal, which were held in Calgary.

On May 12, 1994, **Mr. Edgar W. (Ted) Hinman** passed away. Mr. Hinman represented the constituency of Cardston and was a member of the Social Credit Party. He was first elected on August 5, 1952, and served until 1975. During his years of service, Mr. Hinman held the portfolios of Municipal Affairs and Provincial Treasurer.

Dr. Elmer Ernest Roper passed away on November 12, 1994, at the age of 101 years. Dr. Roper was leader of the Co-operative Commonwealth Federation in Alberta for 13 years. He was first elected to the Assembly in a by-election in 1942 as MLA for the constituency of Edmonton and was re-elected in the general elections of 1944, 1948, and 1952. He served until 1955 and was a member of several legislative committees.

At the spring convocation of the University of Alberta on May 20, 1959, Dr. Roper received an honorary degree of Doctor of Laws. On October 14, 1959, he was elected Mayor of Edmonton and served two terms, stepping down in 1963.



Interparliamentary Relations

The Speaker, Deputy Speaker, Deputy Chairman of Committees, and staff of the Legislative Assembly Office are involved in ongoing liaison with members and staff of other parliaments and with other representatives of foreign countries. In 1994 they hosted the following visitors and events.

		June 1	His Excellency Brindley Benn, High Commissioner of Guyana
		June 6	His Excellency Tserenpiliin Gombosuren, Minister for External Relations, Mongolia
January 13	Dr. Udo Williams, Acting High Commissioner of Nigeria	June 8	1994 Canadian Parliamentary Association bursary award presentations
January 17	His Excellency Hakan Arvid Berggren, Ambassador of Sweden	June 10	His Excellency Dr. Walther Lichem, Ambassador of Austria
February 14	Ontario legislative interns	June 13	1994 Canadian Parliamentary Association essay award presentations
February 16	His Excellency Karoly Gedai, Ambassador of the Republic of Hungary	August 3	His Excellency Dr. Khandaker Mosharraf Hossain, Minister of Energy and Mineral Resources, People's Republic of Bangladesh
April 14	Dr. Olexander Stoyan, M.P., Chairman, Federation of Trade Unions of Ukraine	August 23	His Excellency Mr. Kee Bock Shin, Ambassador of the Republic of Korea
May 5, 11	Forum for Young Albertans	August 23	Japanese Diet agricultural committee delegation
May 17	His Excellency John R. Beck, Ambassador and head of the delegation of the Commission of the European Communities	August 24	Mr. Richard V. Fisher, Consul General of the United States of America
May 26	His Excellency Jorgen M. Behnke, Ambassador of Denmark	August 31	His Excellency Mwanyengela Ngali, High Commissioner of Kenya
May 27	His Excellency Victor H. Batyuk, Ambassador Extraordinary and Plenipotentiary of Ukraine	September 15	Mr. Toshikazu Kato, Consul General of Japan
May 31	His Excellency Maurice McTigue, High Commissioner for New Zealand	September 15	Hokkaido young adult study tour

September 30	His Excellency Chuan Leekpai, Prime Minister of the Kingdom of Thailand	October 25	His Excellency Leonid Kuchma, President of Ukraine
October 24	Her Excellency Laurine A. Fenton, High Commissioner for the Countries of the Organisation of Eastern Caribbean States	October 26	His Excellency Dr. Mahmoud H. Farghal, Ambassador of the Arab Republic of Egypt
		November 16	His Excellency Valeriu Eugene Pop, Ambassador of Romania



Participation in National and International Organizations

Members, officers, and staff of the Legislative Assembly participated in the following parliamentary conferences, seminars, meetings, and visits.

Alberta Association of Library Technicians Conference

Association of Clerks-at-the-Table in Canada annual professional development seminar

Association of Parliamentary Libraries in Canada Conference

Canada/U.S. Legislative Project

Canadian Parliamentary Association, Canadian Regional Council meeting

Canadian Parliamentary Association, 18th Canadian Regional Seminar

Conference of Canadian Legislative Ombudsmen

Centre for Legislative Exchange seminar

11th Canadian Conference of Presiding Officers

40th Commonwealth Parliamentary Association Conference (see page 31)

Hansard Association of Canada, 22nd Annual Conference

Library Association of Alberta Conference

National Conference of State Legislatures

Pacific Northwest Economic Region summer meeting

Pacific Northwest Economic Region winter meeting

Visitor Services 5th annual national conference



Summary of Budget Estimates by Account: Legislative Assembly Office

Code	Description	1994-95	1993-94
	Salaries, Wages & Employee Benefits		
711A00	Salaries – Permanent	\$3,913,497	\$1,820,866
711B00	Salaries – Nonpermanent	338,332	353,795
711C00	Wages	643,197	2,924,730
711D00	Contract Employees	2,534,572	2,696,698
711E00	Employer Contributions	743,836	750,274
711F00	Allowances & Benefits	117,586	72,005
Subtotal		\$8,291,020	\$8,618,368
	Supplies & Services		
712A00	Travel Expenses	\$3,651,724	\$1,456,326
712C00	Advertising	33,798	85,176
712D00	Insurance	500	2,500
712E00	Freight & Postage	92,601	329,507
712G00	Rental of Property, Equipment & Goods	232,478	258,324
712H00	Telephone & Communications	538,480	474,938
712J00	Repair & Maintenance of Equipment	54,369	58,443
712K00	Professional, Technical & Labour Services	632,484	3,167,721
712L00	Data Processing Services	45,900	89,946
712M00	Hosting	28,168	36,460
712N00	Other Purchased Services	0	285,885
712P00	Other Materials & Supplies	417,849	466,107
Subtotal		\$5,728,351	\$6,716,523
	Other Grants		
713X00	General	\$2,560	\$3,200
Subtotal		\$2,560	\$3,200
	Payments to Members of the Legislative Assembly		
715A00	Payments to MLAs	\$6,368,852	\$9,351,117
Subtotal		\$6,368,852	\$9,351,117
	Purchase of Fixed Assets		
724C00	Data Processing Equipment & Software	\$188,325	\$153,325
724F00	Office Equipment	101,000	38,000
724G00	Furniture	10,000	0
Subtotal		\$299,325	\$191,325
	Revenue		
716D00	Fees & Permits	(\$3,000)	(\$0)
716G00	Other Revenue	(106,174)	(0)
Subtotal		(\$109,174)	(\$0)
Total		\$20,580,934	\$24,880,533



Public Education Materials

The Legislative Assembly Office has public education materials covering a variety of subjects related to the work of the Assembly. Titles are listed below.

Printed Material (English)

The Citizen's Guide to the Alberta Legislature
A Teacher's Guide to the Alberta Legislature
Legislative Assembly Seating Plan
Colouring Book (grade 3 and under)
Legislature Grounds Self-Guided Tour Map
Tourist Brochure

Feuilles de renseignements

1. Le fonctionnement de l'Assemblée
2. Le système parlementaire en Alberta
3. Les lois de l'Alberta

Free tours of the Legislature Building and Interpretive Centre are available through:

Visitor Services
414 Legislature Building
Edmonton, Alberta T5K 2B6
(403) 427-7362

For copies of our public education materials or other information about the Legislative Assembly, call our public information number at (403) 427-2826.

National Library of Canada
Bibliothèque nationale du Canada



3 3286 50624 5683



Printed on Recycled Paper

ISSN 0838-5602